

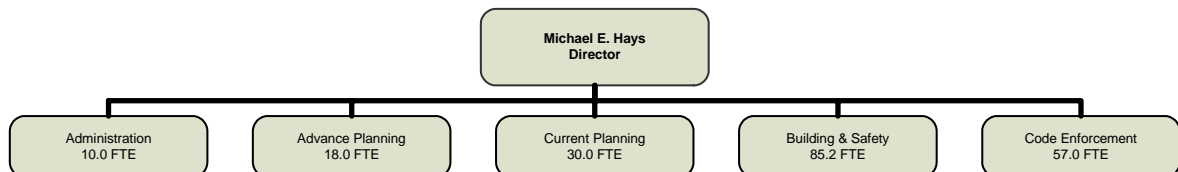
LAND USE SERVICES

Michael E. Hays

I. MISSION STATEMENT

The Land Use Services Department (LUSD) is dedicated to ensuring a balance in the areas of housing, business, and recreational needs for the diverse cultures and communities of San Bernardino County. This is accomplished through comprehensive regional planning and enforcement of building standards, land uses, and environmental impacts.

II. ORGANIZATIONAL CHART



III. SUMMARY OF BUDGET UNITS

	2005-06				
	Appropriation	Revenue	Local Cost	Fund Balance	Staffing
Administration	4,300	4,300	-		11.0
Current Planning	2,777,501	2,777,501	-		30.0
Advance Planning	3,444,907	2,259,002	1,185,905		18.0
Building and Safety	8,704,085	8,704,085	-		85.2
Code Enforcement	3,575,482	678,000	2,897,482		35.0
Fire Hazard Abatement	2,545,738	2,545,738	-		22.0
General Plan Update	944,923	500,000		444,923	-
Habitat Conservation	148,318	-		148,318	-
TOTAL	22,145,254	17,468,626	4,083,387	593,241	201.2

IV. DESCRIPTION OF MAJOR SERVICES

LUSD provides oversight for land use in the unincorporated areas of the county. This oversight begins with the county's general plan that includes input from residents of the county, and extends to review of land use applications, adherence to building codes and enforcement of ordinances. LUSD is comprised of the following divisions: Administration, Advance Planning, Current Planning, Building & Safety, and Code Enforcement. All divisions provide services related to comprehensive regional planning and enforcement of building standards, land uses and environmental impacts in the unincorporated areas of the county.

The Administration Division provides centralized budgeting, personnel, and automation services to all of the department's divisions.

The Advance Planning Division prepares short and long-range plans for the development of the county and the conservation of its resources, including the county general plan and various specific plans. In addition, this division is responsible for inspections of mining facilities and mine reclamation plans, and provides professional staff assistance to the Planning Commission and Board of Supervisors for the formation and implementation of plans and ordinances. This division prepares the county general plan every ten to fifteen years. As part of the 2002-03 budget, a special revenue fund was created to track the actual cost of the update process. The current general plan update cycle completion date is estimated for mid-2006.

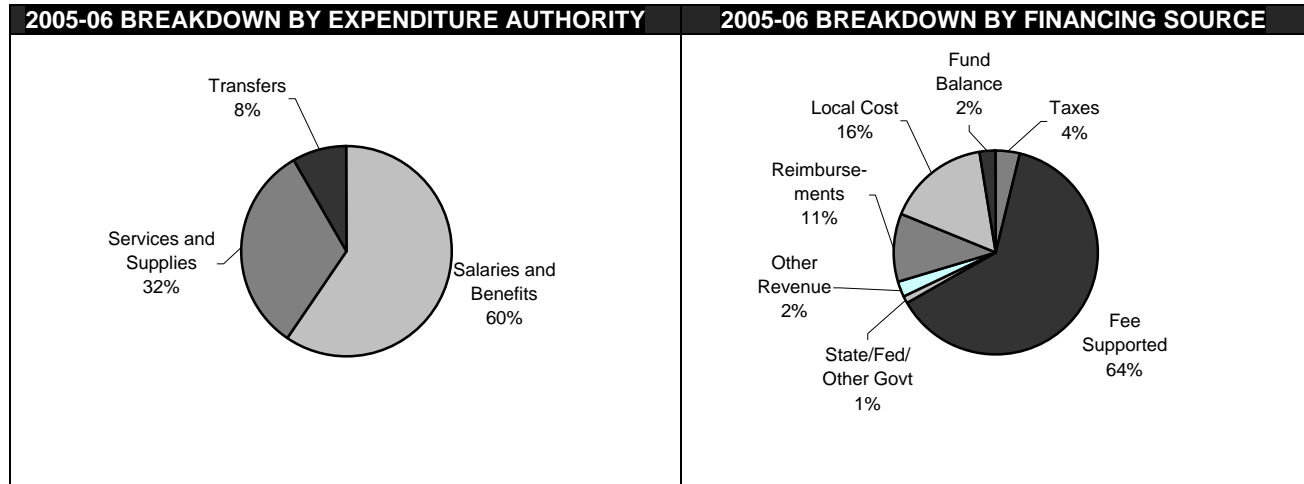
The Current Planning Division reviews all land use applications for compliance with county codes and environmental laws, and administers short-term implementing measures for land use, housing, and community design. In addition, professional staff assistance is provided to the Planning Commission and Board of Supervisors for the formation and implementation of plans and ordinances.

The Building & Safety Division administers construction and occupancy standards to safeguard life, health and property in the interest of the general public's welfare throughout the unincorporated areas of the county. This is accomplished by applying county ordinances, state laws and inspecting the construction, alteration, moving, demolition, repair, occupancy and use of buildings and structures.



The Code Enforcement Division administers programs designed to protect the public's safety, welfare, and property through enforcement of county ordinances and state laws related to housing and property. Through the Fire Hazard Abatement program, Code Enforcement enforces the County's Fire and Hazardous Trees Ordinance in the unincorporated portions of the county, as well as under contract with certain cities and fire districts. This service includes inspections, notifications to property owners, and removal of hazards due to vegetation and flammable debris.

V. 2005-06 BUDGET



VI. GOALS & 2006-07 OBJECTIVES AT CURRENT FUNDING LEVELS

GOALS	2006-07 OBJECTIVES
1. ADVANCE PLANNING: Decrease processing times for mining application or reclamation permits.	A. Process mining applications/reclamation permits through approval or denial within: 9 months with Negative Declaration or 15 months with Environmental Impact Report.
2. CURRENT PLANNING: Decrease the processing time for "applications accepted" as complete or return to applicant within 30 days as required by the Development Code.	A. Review the division's process for review of applications to ensure that the department is meeting the requirements of the Development Code.
3. BUILDING & SAFETY: Decrease the processing time for plan reviews services to the adopted service standards of: Residential – 10 working days Subdivisions & Multi-Residential – 20 working days Grading & Non-Residential – 30 working days	A. Review the division's process for plan review and implement appropriate measures to meet goals.
4. CODE ENFORCEMENT: Increase the number of initial inspections performed within three weeks of receiving complaint.	A. Review the division's staff assignments for complaints.
5. FIRE HAZARD ABATEMENT: Increase the number of abatements performed within five weeks of Non-Compliant Final Notice (NCFN).	A. Review the division's process for work assignments in inspection areas. B. Enhance the Fire Hazard Abatement software and equipment as necessary to process and retrieve information from the field as inspections are being completed.



These goals were selected by LUSD as being representative of the major services provided by the department. By concentrating on these goals, the department expects to improve the customer service level currently provided, which is an integral step in achieving its mission.

As development within the county continues to grow, LUSD workload will also continue to increase. Due to anticipated continued growth, achievement of these goals may require changes to the current processes being used by staff, as well as enhancements of equipment and or software. During 2004-05, the Board approved funding of \$530,000 for the implementation of wireless, geographical information systems (GIS), global positioning system (GPS), and online permit capabilities to the department's current tracking system. The ongoing implementation of this equipment and software will provide significant timesaving for staff to accomplish more while in the field and spend fewer hours in the office. Expanding the use of this equipment and implementing software upgrades to the Fire Hazard Abatement Program will also be required. In most areas, it will be important to provide additional training to new staff and reinforce the need for quality customer service.

VII. PERFORMANCE MEASURES AT CURRENT FUNDING LEVELS

OBJT.	MEASUREMENT	2006-07 (Projected)
1A.	Percent of mining applications and reclamation permits processed through approval or denial within proposed timeframes. (The current rate is 70%.)	85%
2A.	Percent of applications accepted as complete or returned to applicant within proposed timeframe. (The current rate is 80%.)	95%
3A.	Percent of plan reviews completed within proposed timeframes. (The current rate is 82%.)	90%
4A.	Percent of initial inspections completed within three weeks of receiving complaint. (The current rate is 75%.)	95%
5A.	Percent of abatements performed within five weeks of Non-Compliant Final Notice (NCFN). (The current rate is 65%)	95%

VIII. GOALS & OBJECTIVES IF ADDITIONAL FUNDING (POLICY ITEMS/NEW FEES) IS APPROVED

GOALS	OBJECTIVES
1. Increase the collection of waste and recyclable materials.	A. Inform a greater number of citizens within unincorporated areas of the County of upcoming Code Enforcement cleanup projects in their area. Additional Funding Requested: \$50,000

The Code Enforcement Division schedules "cleanup" days in the unincorporated areas of the County. Staff currently provides information regarding upcoming events to citizens through limited mailings and posted fliers. Additional funding will enable the printing and mailing of fliers on a larger scale, which will increase the effectiveness of the program by increasing awareness and encouraging participation from a larger number of citizens within designated cleanup areas.

If there are questions about this business plan, please contact Michael E. Hays, Director, at (909) 387-4141.

